

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 23, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 23, 2000 at 1:00 pm Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of participants is given in Attachment A.

Action Items/ Notes

- Joe Slayton to send copy of Scott's action items/notes from the 2/9/00 QS Meeting.
- All to check last version of chapter 51210 (Feb. 10, 2000) to make sure you can open and read it.
- Joe Slayton to resend message to Silkie with issues for Board (wrong format on comments and suggested time frame for 17025).
- Joe Slayton to send QS's consensus decisions on proposals for records requirements –possible fraud detection/deterrents (manual integration) proposed by Marelene Moore.
- Joe Slayton to update Chapter as per 2/23/00 discussions
- Joe Slayton to respond to June Kani/GeorgeK microbiology issues with word about changes to D.3.2
- Joe Slayton to copy D.3 (most current version) directly into an E-Mail and forward –MaryB to verify that this is the latest and greatest.
- Joe Slayton to copy D.5 (most current version) directly into an E-Mail and forward–CliffG to verify this is the latest and greatest.

Discussion Items

- glossary terms (DL, Matrix, Min. Sign. Difference)
- Status of Air Chapter; Radchem workgroup and progress/schedule
- unclear language comments from USEPA Region III lab.

PARTICIPANTS
Quality Systems Committee
February 23, 2000

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